

PUBLIC WORKS ADMINISTRATOR

GRADE: 21

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Public Works Administrator performs difficult technical, paraprofessional and intermediate administrative work in customer service, permit support, and program management in support of the central office of the Department of Public Works. The work requires contacts both inside and outside of the Department and City supplying, researching and seeking information on specialized matters to carry out programs, and occasional contacts with senior staff on matters requiring cooperation, explanation and persuasion regarding the enforcement of laws, ordinances, policies and procedures. The physical work is moderate, requiring lifting lightweight materials, and occasionally heavier materials. The job requires some mental effort and stress. The work itself is subject to general policy direction, practices and procedures under general managerial direction and supervisory review and has meaningful impact on specific projects and programs. The incumbent participates with others in program development and service delivery and serves as a leader of teams working on specific projects or programs. Supervises the Public Works City Hall administrative support staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Manages budget accounts and authorizes expenditures. Prepares and manages the annual operating budget for the Administrative Division of the Department of Public Works.
- Manages inventory and the purchase of office and engineering supplies for divisions based at City Hall.
- Assists the Director of Public Works in the research, analysis, interpretation, implementation and enforcement of Public Works policies and procedures.
- Prepares directives, memoranda and letters for the signature of the Director of Public Works, City Manager and others.
- Responds to public inquiries and complaints and forwards these to the proper division or outside agency as appropriate. Manages distribution of correspondence to the various divisions and Public Works personnel.
- Coordinates with other departments and divisions relative to the work. Gathers information as appropriate and as needed.
- Annually updates the City's street inventory and the State's Gas Tax Revenue Report.
- Provides support to the public outreach efforts for individual projects.
- Reviews and approves construction permits requested by public utility companies for minor projects such as driveway aprons and landscaping in the public rights-of-way.
- Prepares bond valuations, fee permits and reviews engineering contracts to verify quantity and price computations.
- Performs informational research in departmental files and those of other departments and agencies, including the Montgomery County Land Records Office. Interprets rights-of-way agreements.
- Coordinates the administration of the Department's Strategic Plan, Performance Measures, Annual Budget, Customer Service programs and Mayor and Council Agenda process.
- Coordinates the review process for Community Planning plans and permit applications to ensure Public Works commentary by appropriate personnel in a thorough and timely manner.
- Manages the upkeep of departmental files, including those for engineering plans, plats, and subdivisions, construction and utility permits, contracts, engineering information ("street" and CIP files) and correspondence.
- Acts as liaison to public utility companies such as PEPCO, Washington Gas, WSSC, and Bell Atlantic and to private mapping companies in concert with the Chief of Engineers.
- Collects and processes time sheets and leave requests for divisions based at City Hall.
- Manages other department functions at City Hall, including office organization and security.
- Manages grant requests and supporting documentation.
- Processes payments/paperwork for coordination with the Finance Department in accordance with approved programs and projects.

- Conducts the initial review of incoming permit packages to ensure they are complete.
- Supervises administrative support staff in City Hall. Coordinates all administrative workload within the Department.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a BA Degree in Business Administration, Engineering Science or related field and five years of progressively responsible administrative management experience including at least two years with Program Management responsibility. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of office management and accounting procedures for keeping accurate records.
- Knowledge of the literature and sources of information available concerning a wide variety of municipal problems and of techniques and procedures useful to analyze and report on such problems.
- Knowledge of construction standards and specifications and applicable regulations and codes for the City, State, and public utilities.
- Skill in word processing and office management software including tracking/scheduling software, GIS, Access and Excel.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain good working relationships with others.
- Ability to complete correspondence when given technical details.
- Ability to read and interpret construction plans, specifications, plats, deeds, and other documents.